

LOCAL MEMORANDUM OF UNDERSTANDING

BETWEEN

**UNITED STATES POST OFFICE
HUDSONVILLE, MICHIGAN 49426-9998**

AND

**NATIONAL ASSOCIATION OF LETTER CARRIERS,
BRANCH 56**

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1. Article 8, Item 1

Wash up time:

When an employee performs dirty work or work with toxic materials, the employee will be allowed reasonable wash up time.

2. Article 41, Item 2

Days Off:

A. All full-time letter carrier routes in the Hudsonville Post Office will be on a rotating days off schedule, with the workweek beginning on Saturday and ending on Friday.

3. Article 14, Item 3

Safety and Health:

- A. Guidelines for the Curtailment or Termination of Postal Operations to Conform to Orders of Local Authorities or as Local Conditions Warrant Because of Emergency Conditions.
- B. The parties recognize that the Postal Service is the most vital part of the communications machinery of the United States of America and that historically, this post office has provided this service to the public without interruptions, therefore, as a matter of policy, postal operations will not be terminated at the post office unless the postmaster determines that conditions so warrant.
- C. Reasonable consideration shall be given, but not limited to, such conditions as:
 - a. The safety and health of the employee
 - b. Civil disorders
 - c. Acts of God
 - d. Hazardous weather conditions
 - e. Advice of local authorities
- D. When the decision has been reached to curtail Postal Operations, Management will notify the employees at the earliest possible time, to the extent possible, management will notify and seek the cooperation of local radio and television stations to inform employees.

4. Article 10, Item 4

Local Leave:

- A. The leave year for the purpose of vacation planning begins with the first day of the first complete pay period in a calendar year. It ends on the day before the first day of the first complete pay period in the following calendar year.

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- B. Leave for the choice and non-choice selection periods will be approved based on seniority, except as noted in item #8.
- C. Exchanges of annual leave periods will be permitted only after all Carriers with higher seniority have been offered said period(s)
- D. Method for Making Choice Selections.
 - a. Each city letter carrier (full-time, part-time flexible and city carrier assistant) will receive, on/before November 20, a blank form entitled "Choice Vacation Period Selection(s)".
 - b. Each city letter carrier (full-time, part-time flexible and city carrier assistant) will complete the form and return it to his/her immediate supervisor before December 10.
 - c. Each city letter carrier (full-time, part-time flexible and city carrier assistant) upon being notified of his/her approved choice vacation schedule, must then submit to his/her immediate supervisor a completed PS Form 3971 (Request for, or Notification of, Absence) covering his/her approved vacation schedule.

5. Article 10, Item 5

Choice vacation Period:

The choice vacation period will be the leave year, as described in item 4, except the week(s) containing December 11 through December 24.

6. Article 10, Item 6

Beginning Day of an employee's vacation period:

Letter carriers will start their vacations on a Monday and return on a Monday unless Monday is a holiday or a non-scheduled day, in which case, they will return to work on the Tuesday following the end of their vacation.

7. Article 10, Item 7

Selection during choice vacation and duration:

Each Regular Letter Carrier may request two selections during the choice vacation period, in units of either 5 or 10 days.

- a. Employees who earn 13 days annual leave per year shall be granted up to ten (10) days of continuous annual leave during the choice period. The number of days of annual leave, not to exceed ten (10), shall be at the option of the employee.
- b. Employees who earn 20 or 26 days annual leave per year shall be granted up to fifteen (15) days of continuous annual leave during the choice period. The

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number of days of annual leave, not to exceed fifteen (15), shall be at the option of the employee.

- c. Employees may at the employee's option request two (2) selections during the choice not to exceed the ten (10) or fifteen (15) days.

8. Article 10, Item 8

Jury Duty and Attendance at National or State

Leave for jury duty or for attending the National or State Convention, submitted during the choice vacation selection period, will be considered before any other choice vacation period selections, regardless of seniority. This leave will not count as part of the carriers' selection for the choice period, but it will count towards the maximum number of employees who are allowed leave during the choice vacation period.

9. Article 10, Item 9

Maximum number of employees off during choice vacation periods:

One carrier may be scheduled to receive leave each week during the choice vacation period.

10. Article 10, Item 10

Official Notice of vacation selections:

City letter carriers requesting leave during the choice selection period will be notified in a reasonable amount of time of approval or disapproval, but no later than January 1 of the year in which the leave is requested.

11. Article 10, Item 11

Beginning of the new leave year:

As soon as management receives official notification of the beginning of the new leave year, it shall be posted.

12. Article 10, Item 12

Submission for annual leave other than choice vacation period:

- a. Full week non-choice vacation selection period.

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1. The full week non-choice vacation period will consist of all weeks not selected during the Choice Vacation Period, except the week(s) containing December 11 through December 24.
2. Letter carriers will start their vacations on a Monday and return on a Monday unless Monday is a holiday or a non-scheduled day, in which case, they will return to work on the Tuesday following the end of their vacation.
3. Carriers may not submit for leave in excess of their available annual leave. One carrier may be scheduled to receive leave each week during the full week non-choice vacation period. No other restriction will be placed on the number of full week selections.
4. Method for Making Non-choice Selections.
 - a. Each city letter carrier (full-time, part-time flexible and city carrier assistant) will receive, on/before January 1, a blank form entitled "Non-Choice Vacation Selection(s)".
 - b. Each city letter carrier (full-time, part-time flexible and city carrier assistant) will complete the form and return it to his/her immediate supervisor before January 10.
 - c. Each city letter carrier (full-time, part-time flexible and city carrier assistant), upon being notified of his/her approved non-choice vacation schedule, must then submit to his/her immediate supervisor a completed PS Form 3971 (Request for, or Notification of, Absence) covering his/her approved vacation schedule.
 - d. City letter carriers requesting leave during the non-choice selection period will be notified in a reasonable amount of time of approval or disapproval, but no later than February 1 of the year in which the leave is requested.

b. Other annual leave

1. All other annual leave requests must be submitted not more than one month (to the date) prior to the first day of the leave requested. Requests requiring more than one month's advance approval, may be approved with the consent of the Postmaster and the Union.
2. Approval/disapproval will be made within a reasonable amount of time.
3. Request(s) will be approved on a first come, first served basis, except where requests are submitted on the same day, at which time seniority will prevail.

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13. Article 11, Item 13

Holiday Schedule:

Management will select carriers to work on holidays in the following manner:

- A. All city carrier assistants and part-time flexible employees to the maximum extent possible, even if the payment of overtime is required.
- B. All full-time regulars who volunteer to work, by seniority.
- C. All full-time regulars who did not volunteer on what would otherwise be their non-scheduled day, by inverse seniority.
- D. All other non-volunteer full-time regulars, by inverse seniority.

14. Article 8, Item 14

Overtime Desired List:

Overtime desired list will be by zone.

15. Article 13, Items 15, 16 & 17

Light Duty Assignments:

- A. To insure that no regularly assigned member of the regular work force is adversely affected, light duty assignments may be established from part time hours to consist of eight (8) hours or less in a service day, and forty (40) hours or less in a service week.
- B. Light duty assignments shall be those carrier duties within part time hours which can be performed within the physical and mental capabilities of the employee.

16. Article 12, Item 18

The identification of assignments comprising a section, when it is proposed to reassign within an installation employees excess to the needs of a section. The entire Hudsonville Post Office comprises one section. All proposed reassignments will be done in accordance with the National Agreement.

17. Article 20, Item 19

Parking:

Parking spaces in excess of USPS needs will be available on a first serve basis.

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18. Article 10, Item 20

Attend Union activities requested prior to choice vacation schedule is to be part of the total choice vacation plan.

Annual leave to attend Union activities requested prior to the determination of the choice vacation schedule will not count as part of the carriers' selection for the choice period, but it will count towards the maximum number of employees who are allowed leave during the choice vacation period.

19. Article 41, Items 21 & 22

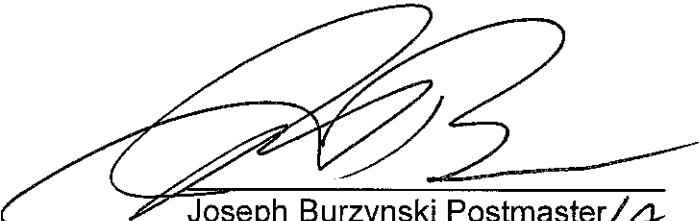
Other Items:

- A. Bidding for vacant assignments will be restricted to letter carriers of the installation with seniority as the determining factor.
- B. Letter carriers applying for an assignment shall make a sealed bid on PS Form 1717A in writing to the installation head during the period for which the notice is posted. A pre-marked envelope, "Bid", will be provided with the bid card. Forms will be kept in the Post Office safe until the close of posting.
- C. All vacant full-time carrier assignments shall be posted for eleven (11) calendar days.
- D. A copy of route postings and awards affecting the letter carrier craft will be emailed to the President of Branch 56.
- E. Successful bidders for posted vacant assignments, will be given the choice of keeping the non-scheduled day(s) from their current bid job, or accepting the non-scheduled day(s) that accompany the new assignment.
- F. When a letter carrier route or full-time duty assignment, other than the letter carrier route(s) or full-time duty assignment(s) or the junior employee(s) is abolished at a delivery unit as a result of, but not limited to, route adjustments, highways, housing projects, all routes and full-time duty assignments at that unit held by letter carriers who are junior to the carrier(s) whose route(s) or full-time duty assignment(s) was abolished shall be posted for bid in accordance with the posting procedures in this Article.

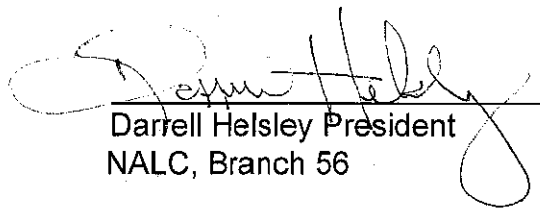
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This Memorandum of Understanding is entered into on 4-29-2021 at Hudsonville, MI between the representatives of the United States Postal Service and the designated agent of NALC Branch 56, pursuant to the Local Implementation Provisions of the 2019 National Agreement.

This Local Memorandum of Understanding shall be in full force and effect until midnight May 20, 2023, unless extended by agreement between the parties at the National level. The terms of this Memorandum of Understanding are subject to the grievance procedure as contained in the National Agreement.



Joseph Burzynski Postmaster/A
Hudsonville, MI



Darrell Helsley President
NALC, Branch 56